

IDAHO BOARD OF MORTICIANS
Division of Occupational and Professional Licenses
P.O. Box 83720
Boise, ID 83720-0063

Conference Call Minutes of 7/7/2020

BOARD MEMBERS PRESENT: Craig L Geary - Chair
James R. Sommer
Steve Gordon

DIVISION STAFF: Dawn Hall, Deputy Division Administrator
Lori Peel, Investigative Unit Manager
Nicholas Krema, General Counsel
Rob McQuade, Legal Counsel
Gregory Floyd, Financial Unit Manager
Dicsie Gullick, Board Specialist

OTHERS PRESENT: Eric English, Licensed Mortician
Lauren Thomas, The International Conference of
Funeral Service Examining Boards

The meeting was called to order at 9:00 AM MDT by Craig L Geary.

INTRODUCTIONS

Gregory Floyd introduced himself to the Board as the new Financial Unit Manager.

APPROVAL OF MINUTES

Mr. Gordon made a motion to approve the minutes of January 7, 2020, February 6, 2020, April 10, 2020 and May 21, 2020. It was seconded by Mr. Sommer. Motion carried.

NEGOTIATED RULE MAKING

Mr. McQuade presented possible rule changes to the Board. After discussion, the Board gave direction to Mr. McQuade and asked that he bring a final draft of rule changes to the next Board meeting.

NEXT MEETING was scheduled for August 4, 2020 at 9:00 AM MDT.

FINANCIAL REPORT

Mr. Floyd gave the financial report, which indicated that the Board had a cash balance of \$57,941.71 as of May 31, 2020.

BOARD CONTRACT

Mr. Crema and Ms. Hall presented the Board contract for fiscal year 2021. Mr. Sommer made a motion to approve the contract and authorize the Board chair to sign. It was seconded by Mr. Gordon. Motion carried.

DIVISION BUSINESS

The Board reviewed the To Do List and no action was taken.

BOARD BUSINESS

A second meeting was scheduled for January 5, 2021 at 9:00 AM MST.

WEBPAGE REVIEW

The Board reviewed the General Information of Interest portion of its webpage. Mr. Gordon made a motion to remove the section regarding Ebola and replace it with a link to the Centers for Disease Control and Prevention's webpage. It was seconded by Mr. Sommer. Motion carried.

CERTIFICATE OF AUTHORITY TRANSITION REVIEW

Ms. Gullick presented the Board with a draft letter explaining the transition of Certificate of Authority licenses from individual to establishment licenses. Mr. Sommer made a motion to approve the letter and authorize the expenditure to mail the letter to all mortician, funeral director and funeral establishment licensees. It was seconded by Mr. Gordon. Motion carried.

FORMS REVIEW

Ms. Gullick presented the Board with a draft Change in Resident Mortician form. Mr. Gordon made a motion to approve the form and post to the website. It was seconded by Mr. Sommer. Motion carried.

AUDIT PROCESS REVIEW

The Board reviewed the Certificate of Authority (MCA) audit process. Mr. Sommer made a motion to delegate authority to the Division staff to approve and process MCA audits with no banking information submitted. It was seconded by Mr. Gordon. Motion carried.

CORRESPONDENCE

The Board reviewed correspondence from The Committee on Accreditation of the American Board of Funeral Service Education regarding actions taken during their meeting on May 19, 2020. No action was taken.

BOARD ELECTIONS

Mr. Gordon made a motion to nominate Mr. Geary as Board chair. It was seconded by Mr. Sommer. Motion carried.

Mr. Sommer made a motion to nominate Mr. Gordon as Board vice-chair. It was seconded by Mr. Geary. Motion carried.

EXECUTIVE SESSION

Mr. Gordon made a motion that the Board go into executive session under Idaho Code § 74-206(1)(d) to consider records that are exempt from disclosure under the Idaho Public Records Law, Idaho Code § 74-106(9) and 74-108 . The purpose of the executive session was to consider documents relating to the fitness of an applicant to be granted a license or registration and to review exam questions. It was seconded by Mr. Sommer. The vote was: Mr. Gordon, aye; Mr. Sommer, aye; and Mr. Geary, aye. Motion carried.

Mr. Sommer made a motion to come out of executive session. It was seconded by Mr. Gordon. Motion carried.

APPLICATIONS

Mr. Gordon made a motion to approve the following for licensure:

SMITH ROBERT JASON	FD-1617
JOHNSON MAKAYLA	M-1624
THOMSON CLARKE VERNON	M-1625

It was seconded by Mr. Sommer. Motion carried.

Mr. Gordon made a motion to table the following pending inspection:

- 901175848 – Funeral Establishment
- 901175848 – Funeral Establishment
- 901175848 – Crematory Establishment

It was seconded by Mr. Sommer. Motion carried.

Mr. Gordon made a motion to approve the exam questions as written and use the same exam for both funeral director and mortician applications. It was seconded by Mr. Sommer. Motion carried.

ADJOURNMENT

Mr. Gordon made a motion to adjourn the meeting at 11:18 AM MDT. It was seconded by Mr. Sommer. Motion carried.

Craig L Geary, Chair